INDIANA WING, CIVIL AIR PATROL AIRCRAFT FUEL RECEIPT INFORMATION

Member name: ▶		Bill To (if not PIC)	
CAPID: ▶		Bill To CAP ID (if not PIC)	
Tail number: ▶			

	Enter One X Below	WMIRS Payment Box
Mission Number: ▶ ▶		
Sortie Number: ▶	NHQ Shell MasterCard	<-- NHQ Shell MasterCard
Sortie date: ▶	INWG Avcard	<-- For Funded Mission, WMIRS Wing Paid
	Wing Visa	<-- WMIRS Wing Paid
	Personal Payment	<-- For Funded Mission - Enter WMIRS Member Direct Reimbursement Information
	If Not on Receipt: FBO Name and Airport	

Receipt date if different
from sortie date:

Reason for different date:

Standard Fuel Fill

N99040	50/FULL	N323KW	64/TABS
N97755	40/FULL	N486CP	64/TABS
N99599	40/FULL	N738CP	64/TABS
N99589	40/FULL	N894CP	64/TABS
N903CP	35/TABS	N606CP	Measured
N964CP	64/TABS		

Add additional notes and unusual fueling explanation below.

INWG Form 996, 15 Nov 2016 - Supersedes all prior versions

Instructions

Payment Method	When Used
NHQ Shell MasterCard	Used for all Mission Symbol "A" missions, B10, B11, B13 and B21.
INWG Avcard or Personal Payment	Normally to be used for unfunded B and C missions. Use Shell Card for B10, B11, B13 and B21.
Wing Visa	Not to be used for unfunded B and C missions. Normally use Shell Card for "A" B10, B11, B13 and B21.
Personal Funds	Can be used on all missions, Direct Reimbursement is claimed on "A", B10, B11, B13 and B21.

Only one payment method can be used on a sortie. At least one Payment Method entry is required.

Scan your receipt as a JPG, GIF, BMP, or another common graphics file format, and Insert/Picture below.
If legible, a digital photo is also acceptable. If necessary, re-size the inserted receipt to make it legible.
Save the Excel 996 as a PDF and upload to the sortie number above using the WMIRS Fuel Receipt link, not the Sorties Files link!

Or:

Print this document and scan it with the receipt to a PDF, and upload to the sortie number above using the WMIRS Fuel Receipt link. Do not use the Sorties Files link!

Naming Convention: (Mission Number Sortie Number)   i.e.   **17-1-5050A A0015**

Click on "Insert Receipt File Here" and use Excel's Insert Picture command to add the receipt. Resize if needed to fit into the area.

Insert Receipt File Here